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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC HANDBOOK

ORGANIZATION
18 April 1963

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NPIC BRIEFING AND FACILITIES AND SERVICES

1. GENERAL

This Handbook establishes policy and procedures relative to the use of the NPIC Briefing Room (Room 6N217) and concurrently serves to set forth responsibilities with respect to the preparation and presentation of briefings, meetings, and other programs scheduled for this facility.

2. POLICY

a. The services of the Briefing Branch, Operations Staff, are available to support the briefing requirements of all organizational elements of NPIC. Maximum use of the NPIC Briefing Room and the services of the Briefing Branch is encouraged.

b. The Briefing Branch will conduct briefings and presentations within its area of assigned responsibility and will exercise control over the use of the NPIC Briefing Room. It is responsible for scheduling presentations and for coordinating the presentation aspects of all briefings presented in this facility.

c. In a complementary capacity, staffs and divisions will furnish such briefing support within their competence, as may be required by the sponsoring office to include photographic production and reproduction, graphic art and contributory briefing materials.

d. The arrangements and any coordination required with the Security Branch, AS/NPIC, will be the responsibility of the NPIC component sponsoring the presentation.

3. PROCEDURE

a. Arrangements for the use of the Briefing Room will be made by submitting a request to the Chief, Briefing Branch, Operations Staff, on NPIC Form 144 (3-63). The request may be made orally but will be confirmed in writing. Forms may be obtained from the Briefing Branch.

Declassification Review by NGA

Rec. by 1-130-22

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b. Requests are to be submitted as early as practicable in order to ensure that this Briefing Room is available, and to allow adequate time for coordination of the specific arrangements. It is particularly important that the type graphics to be used be considered well in advance and be coordinated with the Briefing Branch prior to production. Sponsoring offices will request graphics directly of the appropriate NPIC production component.

c. For all briefings, it is necessary that the speaker be checked out in advance on the lectern operation, and establish the specific programming desired for audio-visual support. For the more formal presentations to large audiences and those of a complex presentation nature, a rehearsal may be necessary. Since this facility may not be available for rehearsal at the time and date desired, and to avoid last minute complications resulting in changes to a program, rehearsals will be scheduled at the earliest opportunity, preferably no later than a day prior to the live presentation.

d. Teleprompter scripts will be provided speakers by the Briefing Branch, subject to receipt of the text two (2) days prior to the scheduled rehearsal. For full telemation (an automated presentation), the programming requirement must be made known one week in advance of the date of presentation.


Executive Director, NPIC

Enclosure: Sample Form NPIC FM 144 (3-63)

Distribution: No. 3

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(date)

MEMORANDUM FOR: Chief, Briefing Branch, Operations Staff, NPIC

SUBJECT : Request for Briefing Facility/Assistance

1. Request that an appropriate briefing room and presentation assistance be provided in support of the requirement stated below:

Date/time/duration: _____

Nature of presentation:

Subject matter: _____

Speaker(s): _____

Audience: _____ Number: _____

Security Classification: _____

Name of Coordinator: _____ Ext: _____

Type graphics to be used: _____

Equipment/operator support desired: _____

Rehearsal (is) (is not) desired: (date) _____ (time) _____

Additional information: _____

2. Security arrangements will be coordinated by this office.

Division/Staff Chief

Room assigned: _____ Time reserved: _____

Rehearsal scheduled: _____
(date & time)

NPIC FM144 (3-63)

Classification

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SEQUENCE OF EVENTS

(Chronological details of events as scheduled to occur, eg. lighting, slides, curtain, timing and cues)